

**INSTRUCTIONS**  
**FORM 11**  
**REQUEST FOR HEARING ON GARNISHMENT (EARNINGS)**  
(A.R.S. §12-1598.16(F))

**WARNING!**

*ALL PARTIES TO A GARNISHMENT ARE STRONGLY URGED TO OBTAIN LEGAL ADVICE FROM AN ATTORNEY. Garnishment procedures are governed by Arizona law and are extremely complicated. All parties involved must follow these laws and procedures correctly. The Court may issue an Order for monetary penalties against any party who does not proceed properly.*

**USE FORM 11 IF:**

- You are the judgment creditor or you represent a judgment creditor.
- You wish to request a hearing on garnishment for one of the reasons listed on FORM 11.

**TO COMPLETE FORM 11 YOU WILL NEED:**

- Information on the Writ of Garnishment and Summons (Earnings).

**HOW TO COMPLETE FORM 11:**

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Request for Hearing on Garnishment (Earnings).

In the upper left top of form, type or print the name, mailing address and telephone numbers of the person filing this form. If you are representing yourself in this matter, check the box before "Self."

If you are representing a judgment creditor but you are not an attorney and you are permitted by law to do so, check the box before "Other." A party to a garnishment may represent him/herself or be represented by an attorney. A **power of attorney** does not give the person a right to represent another party in a garnishment. In Justice Courts only, a corporation may be represented either by an attorney or by a duly authorized officer of the corporation (if the officer's primary duties are other than representing the corporation in Court); a partnership may be represented by an attorney or one or more partners.

Type or print the case number appearing on the Writ.

**Lines (1) through (5) are known as the caption.** You must complete this portion if not already filled in.

**(6)** Type or print the name, mailing address and, if known, phone number(s) of the petitioner/plaintiff as it appears on the Writ. Check the box to indicate whether this party is the judgment creditor or judgment debtor, as shown on the Writ.

**(7)** Type or print the name, mailing address and, if known, phone number(s) of the respondent/defendant as it appears on the Writ. Check the box to indicate whether this party is the judgment debtor or judgment creditor, as shown on the Writ.

**(8)** Type or print the name, mailing address, phone number and attorney (if known) of the person or company (garnishee) as it appears on the Writ.

**(9)** Check all boxes that apply.

**(10)** If you checked this box, type or print your reason for believing that the judgment is not valid.

- (11) If you checked this box, type or print the other reason you have for objecting to this garnishment.
- (12) Complete the information under this box indicating the date and manner in which you provided a copy of your Request for Hearing to the judgment creditor.
- (13) Complete the information under this box indicating the date and manner in which you will provide a copy of your Request for hearing to the garnishee.
- (14) The Court may need to contact you regarding your hearing. Provide a phone number where you can be contacted between 8 a.m. and 5 p.m.
- (15) Sign the request for hearing form and type or print the date on which you signed this document.

**WHEN YOU HAVE COMPLETED THE HEARING REQUEST:**

- File this form with the Clerk's filing counter along with a Notice of hearing on Garnishment (Earnings) (FORM 9).
- Immediately after filing, you must mail or deliver a copy of this request for Hearing (FORM 11) to the judgment creditor and the garnishee.